



# STATE-LOCAL PARTNER MENTORSHIP

---

## 2022 Grant Guidelines

*Deadline: March 9, 2022*

The mission of the California Arts Council, a state agency, is to strengthen arts, culture, and creative expression as the tools to cultivate a better California for all.

Learn more at [www.arts.ca.gov](http://www.arts.ca.gov)

© 2022 State of California

# STATE-LOCAL PARTNER MENTORSHIP

## 2022 GRANT GUIDELINES

**DEADLINE:** March 9, 2022 11:59 PM

**Grant Request Amount:** Up to \$40,000

**Estimated Total Number of Grant Awards:** 4  
(Current State-Local Partners only)

**Grant Activity Period:** July 1, 2022 – June 30, 2023

**Matching Funds:** Not Required



Apply at: [calartscouncil.smartsimple.com](https://calartscouncil.smartsimple.com)

## Background & Purpose

The **State-Local Partner Mentorship** (SLP-M) program is intended to support the establishment of a county-designated **local arts agency** in each of the four counties in which no such agency has currently been identified (Alpine, Glenn, Kings, San Joaquin). Grant funds will go to four existing State-Local Partners to foster the development of new SLPs in these counties.

A **local arts agency** is defined as the official county-designated organization that supports arts and cultural activity in service to individuals and communities throughout an entire county. Local arts agencies provide financial support, services, and/or other programming to a variety of arts organizations, individual artists, and the community as a whole. A local arts agency can be an agency of local government, a nonprofit organization, or a hybrid of the two.

The CAC's [Strategic Framework](#), adopted in 2019, indicates aspirational areas that will be directly addressed by this grant program:

- State-Local Partner Capacity Building
  - Action: Increase technical assistance and training to SLPs that meets the unique needs of each organization, as identified by research and evaluation. Ensure that SLP contracts are written to require adherence to key CAC policies and expectations, clearly outlining the role of the state-county partnership. Develop strategies to align SLP priorities with the priorities of the CAC, while allowing for flexibility and self-determination. Support the development and implementation of local plans that result in consistent quality and equity of services across counties.
  - Root Cause Rationale: The state's arts and creativity infrastructure should be strong at every level. The larger emphasis on funding the SLPs should be accompanied by a larger emphasis on requirements and support to align the SLPs with the CAC's stated values. Explore tools to support values alignment, such as requiring local plans to state how these values will be operationalized. Include attention to root causes such as implicit bias and lack of representation on boards. By developing trainings of trainers at the local level, along with the

expectation that SLPs engage in this process with their grantees, there will be a rippling effect with those who ultimately receive CAC funds and are recruited to serve on CAC panels.

- **Geographic Equity**
  - **Action:** Explore how to best address grantmaking equity for the disparate regions of the state. Utilize data analysis to assess present-day regional disparities among CAC grantees. Seek guidance from existing funding models that address how to identify and give preference to disadvantaged communities.
  - **Root Cause Rationale:** There are varying degrees of arts and culture infrastructure throughout the state, based on historic and current variations in investment and other factors, so a one-size fits-all approach to funding regionally will perpetuate existing inequities. Geographic locations with fewer resources will benefit more by gaining greater access to CAC resources.

## **Program Requirements**

- Grantees will be required to accomplish the following within the Grant Activity Period:
  - Convene a standing committee of community members and stakeholders to support development of new SLP structure and strategic framework.
  - Model race equity practices and principles in the development of new SLP mission, vision, programming, and services.
  - Identify and retain a dedicated staff member to lead new SLP and provide mentorship to that individual.
  - Identify and maintain an accessible public office space for the new SLP.
  - Create a proposed operating budget for new SLP.
  - By the end of the Grant Activity Period, establish an active SLP in the identified county, either as a unit of County government or an independent 501(c)(3).
  - Obtain resolution from the County Board of Supervisors naming the new SLP as the official partner of the CAC in that county.
- All activities to be funded by the CAC must occur within the one-year Grant Activity Period (see Timeline). Extensions to the Grant Activity Period can be approved on a case-by-case basis by formal request to the Program Specialist, Director of Program Services, and Director of Operations.
- Rates of compensation for individual artists and/or arts workers to be supported by this grant must be appropriate to experience and comparable to fees for other local skilled workers.

- All CAC-funded programs, services, information, and facilities where funded activities take place, including online spaces, must be accessible for individuals with disabilities, including but not limited to individuals who are Deaf, Hard of Hearing, Deaf-Blind, have difficulty speaking, have a physical disability, visual disability, developmental disability, learning disability, mental illness, or chronic illness.

## Eligible Organizations

- Applicants must be current grantees in the CAC State-Local Partnership Program.

## Eligibility Requirements

Applicants must comply with the requirements below. All applications must include the listed items at the time of submission in order to be considered for funding.

- A **letter of commitment** from the County Administrator in the county in which the new SLP is to be established [must be signed](#) and submitted at the time of application. County Administrators may provide letters of commitment to multiple applicants, with the partnership contingent upon grant award.
- **Certificate of good standing** - Nonprofit organizations and fiscal sponsors (if applicable) must have “active status” with the California Secretary of State (SOS) showing evidence of “good standing” at the time of application. You can verify your organization’s status by conducting a search using the SOS online [Business Search](#) tool. An indication of “active” (versus “suspended,” “dissolved,” “cancelled,” etc.) confirms that your nonprofit corporation exists, is authorized to conduct business in the State of California, has met all licensing and corporation requirements, and has not received a suspension from the Franchise Tax Board.

## Eligible Request Amounts

Applicant organizations can request up to \$40,000.

## Funding Restrictions

- Applying for the State-Local Partner Mentorship grant does not restrict an organization from applying for other CAC grants.
- Current SLPs may only apply to support one county in the development of their new SLP.
- Grantees may use up to 15% of the grant funds for administrative expenses incurred towards the development of the new SLP. All other funds must directly support the establishment of the new SLP in salary for that SLP’s staff, rental of office space and related operating expenses, stipends to community participants, and other related expenses.
- For organizations with total operating revenue above \$250,000, the sum of requests for CAC grants during the same year of funding cannot exceed 50% of the total operating revenue from the most recently completed fiscal year.

## Matching Funds

Matching funds are not required for this grant.

## Community

Representation of, by, and for community is a core value of the CAC, including authentic intergenerational and intersectional connections.

**Although not factors in grant decisions**, we strongly encourage applications from organizations that are led by, represent, and/or serve systemically marginalized communities, which may include but are not limited to: Arab, MENASA (Middle Eastern, North African, South Asian); Asian; Black, African American; California Native American, Native Hawaiian, Indigenous, Tribal; Currently Experiencing Incarceration; Disabled; Elders, Seniors; Latinx, Chicanx; LGBTQIA+; Low Income; Neuro-Divergent; Pacific Islander; People of Color; Rural; Returned Residents, Formerly Incarcerated; Students of Color; Trans and/or Non-Binary People; Immigrants (Documented and/or Undocumented), Refugees, Asylum Seekers, Migrants; Unhoused, Transient; Veterans; or Youth.

## Online Application Portal

Applications will be available online through the CAC's online grants management system at [calartscouncil.smartsimple.com](https://calartscouncil.smartsimple.com). Only applications submitted through the system by the deadline will be accepted. **It is recommended that new applicants create an online profile well in advance of the application deadline.** More information can be found on the [Grant Resources](#) page of the CAC website.

## Application Review Criteria

A review panel will adjudicate complete and eligible applications based on the following criteria. Application questions and required documents pertaining to each review criterion are included below. Detailed instructions are available at [calartscouncil.smartsimple.com](https://calartscouncil.smartsimple.com).

**Racial Equity:** Demonstrates an understanding of racial equity through its cultural competence, policies, practices, projects, and organizational culture. Elements of racial equity are evidenced in the implementation of programming/services and throughout the proposal. Organization's leadership and participants center cultural, ethnic, and racial diversity.

### *Application Questions and Required Documents*

1. Describe the elements of racial equity that are essential to the program/service and organization policies/culture. This criterion will be assessed by panelists during the review process. Your racial equity statement could include, but is not limited to:
  - A description of your region's landscape and how systemic racism has impacted your communities and field
  - How your organization is addressing issues of systemic inequities through racially equitable policies and practices
  - A description of the racial equity elements that support how the organization serves and uplifts the leadership of communities of color in your region,

through your organizational leadership, community partnerships, mentorship, arts and cultural programming, accessibility, and outreach

2. Describe how the elements of racial equity show up in the programming/services and policies.
3. Describe how the leadership and participants demonstrate cultural, ethnic, and racial diversity.
4. Describe any strategies or progress the organization has made toward your racial equity elements that you are proud of and would want to share with the field.

**Organizational Capacity and Readiness:** Key project personnel must demonstrate a history of experience working at their current SLP or another local arts agency in the areas of strategic planning, organizational development, and/or organizational leadership. Applicant organization must demonstrate ability to consistently achieve goals of the SLP program, including providing robust local arts programming, services, and networking; making significant impact in the community; demonstrating strong management and leadership; and demonstrating commitment to equity and accessibility both internally in organizational policy and culture, and externally via programming and community engagement.

#### *Application Questions and Required Documents*

1. Provide a brief biography for each key individual (artistic, technical, or administrative) involved in your organization. Include name, title, and relevant experience.  
[Demographic information and identity indicators optional.]
2. Please provide a brief history of your organization and its success in consistently achieving the goals of the SLP program.
3. Complete a two-year budget snapshot table. Provide revenue and expense amounts. Address any significant changes in line items from one year to the next and explain anticipated surpluses or deficits.
4. Provide no more than three (3) samples that best portray your organization and its work. These may include artistic work, press materials, flyers, brochures, programs, newsletters, audio, video and other marketing pieces. Samples should be within the past two years and relevant to this grant opportunity.

**Program Design and Implementation:** Applicant organization must propose a clear plan to support the development of a new SLP in a partnering county, including commitment of key personnel to the project, relationships with stakeholders in that county, a plan for community engagement and organizational development within the Grant Activity Period, and a budget that realistically supports the proposed plan of action.

## *Application Questions and Required Documents*

1. Describe your plans for developing a new SLP in a partnering county, including the roles of key personnel and relationships with stakeholders in that county. Indicate how your organization plans to achieve each of the following requirements within the Grant Activity Period:

- Convene a standing committee of community members and stakeholders to support development of new SLP structure and strategic framework.
- Model race equity practices and principles in the development of new SLP mission, vision, programming, and services.
- Identify and retain a dedicated staff member to lead new SLP and provide mentorship to that individual.
- Identify and maintain an accessible public office space for the new SLP.
- Create a proposed operating budget for new SLP.
- By the end of the Grant Activity Period, establish an active SLP in the identified county, either as a unit of County government or an independent 501(c)(3).
- Obtain resolution from the county board of supervisors naming the new SLP as the official partner of the CAC in that county.

2. Letter of Commitment: Provide a signed letter from the County Administrator (in the county in which the new SLP will be established) indicating support for the establishment of an SLP and the commitment of the County to partner in that work.

3. Complete a detailed project budget, including all expenses relevant to the stated project activities, and include rates of pay that appropriately compensate the labor of all individuals working on the project. Provide details for each line item to be funded by this grant.

**Accessibility:** Demonstrates that its programs, services, information, and facilities where funded activities are to take place, including online spaces, will be accessible for individuals with disabilities, including but not limited to individuals who are Deaf, Hard of Hearing, Deaf-Blind, have difficulty speaking, have a physical disability, visual disability, developmental disability, learning disability, mental illness, or chronic illness.

## *Application Questions and Required Documents*

1. Describe your organization's approach to ensuring the physical accessibility of programs and services for individuals with disabilities, as well as the accessibility of print and online materials. Consider organizational personnel and any partnering organizations, as well as beneficiaries of arts programming and services, and potential audience members in your response.
2. Identify the primary individual who will be responsible for managing accessibility for your organization. This may be a program manager, accessibility coordinator, or other staff member of the applicant organization. Include their name, title, phone number, and email address in the fields provided.

## Panel Adjudication and Ranking Scale

Panelists review and rank applications and work samples using a 6-point ranking scale that can be viewed at [this link](#).

## California Arts Council Decision-making

The final authority for grant awards is the appointed Council. After receiving and reviewing recommendations from Council committees, the Council will vote on final funding awards at a public meeting. Awards may differ from requested amounts based on panel rank and available funding.

## Program Timeline

Application Opens	January 19, 2022
Application Deadline	March 9, 2022
Panel Review	Approx. March – April 2022
Funding Decision	Approx. May 2022
Funding Notification	Approx. June 2022
Grant Activity Period	July 1, 2022 – June 30, 2023
Final Report Deadline	July 31, 2023

## Staff Assistance

Before contacting staff, check [FAQs](#) to see if application questions can be answered. If staff assistance is still required for guidance or clarification, email is the best way to contact Program Specialists. We recommend that you contact staff well in advance of the deadline to ensure you can be accommodated. People who are Deaf, Hard of Hearing, Deaf-Blind, or have difficulty speaking may dial 711 to reach the California Relay Service (CRS). Large print is available upon request. Translation services may also be available upon request.

Organizations seeking technical assistance should contact:

**Josy Miller, Ph.D.**  
**she/her/hers**  
**Arts Program Specialist**  
**California Arts Council**  
[slpmentorgrant@arts.ca.gov](mailto:slpmentorgrant@arts.ca.gov)



# Governor of California

Gavin Newsom



---

## Arts Council Members

Lilia Gonzáles-Chávez, Chair

Consuelo (Chelo) Montoya, Vice Chair

Vicki Estrada

Jodie Evans

Kathleen Gallegos

Stanlee Gatti

Alex Israel

Jonathan Moscone

---

**Executive Director**, Anne Bown-Crawford

**Deputy Director**, Ayanna L. Kiburi, M.P.H.

---

1300 I Street, Suite 930  
Sacramento, CA 95814  
(916) 322-6555  
Toll Free (800) 201-6201  
FAX: (916) 322-6575  
[www.arts.ca.gov](http://www.arts.ca.gov)

### Office Hours

8:00 a.m. - 5:00 p.m., Monday through Friday

**Purpose:** The California Arts Council (CAC), a state agency, was established in January 1976 to encourage artistic awareness, participation, and expression; to help independent local groups develop their own arts programs; to promote employment of artists and those skilled in crafts in the public and private sector; and to enlist the aid of all state agencies in the task of ensuring the fullest expression of our artistic potential.

**The Council:** The appointed Council of the CAC consists of 11 members. The Governor appoints nine members, the assembly Speaker appoints one member, and the Senate President pro Tempore appoints one member. Council members serve without salary, elect their own officers, and meet throughout the state to encourage public attendance. This body sets policy and has final approval of CAC grants.

**Native Land Acknowledgement:** The California Arts Council stands in solidarity with all of California's Indigenous people. We acknowledge that our work takes place on the now occupied traditional lands of the Miwok, Maidu, and Nisenan people, who are the past, present, and future stewards of this place. We make this first step in our journey to develop relationships and cultural competencies to truly support native sovereignty.

**Mission:** Strengthening arts, culture, and creative expression as the tools to cultivate a better California for all.

**Vision:** A California where all people flourish with universal access to and participation in the arts.

**Racial Equity Statement:** As California's state arts agency, the California Arts Council is committed to racial equity both internally through our work environment, and externally through our programming.

- We are committed to ensuring that every policy enacted reflects democratic principles of equity and justice.
- We understand that enacting policy in a just and equitable manner considers critical issues of implicit bias and discrimination that requires concerted and purposeful action.
- We believe that bringing together Council, staff and other partners with differing backgrounds and life experiences will enhance our ability to increase opportunities for all arts service organizations to succeed.
- Policies, programs, and activities will be administered to identify and avoid discrimination and barriers to access, and to avoid disproportionately high and adverse effects on communities of color.
- Accountability to our grantees is of central importance to us. We understand the significance of evaluating the impact of our policymaking on grantees over time and utilizing this evaluation in the development of new policy initiatives.
- We are committed to the just and equitable disbursement of resources.
- We will obtain the following information when relevant and appropriate in order to utilize data to evaluate the impact of our equity goals: population served and/or affected by race, color, national origin, and income level, which will include diverse communities across the state such as: communities of color, racially and ethnically diverse individuals, tribal communities, immigrant and refugee communities, and communities that have principal languages other than English.

For the CAC, racial equity is a continual practice in listening, learning, and implementing. The CAC's Racial Equity Statement demonstrates a deeper commitment for us to do better for the field and our staff.

**Funding:** The CAC is a state agency, funded from the state's annual budget process and proceeds from the California Arts License Plate and the Keep Arts in Schools tax return voluntary contribution fund, supplemented by funds from the National Endowment for the Arts. Its grants are often matched by foundations, individuals, earned income, government agencies, in-kind contributions, or other organizations.

**Information Access:** Due to the Public Records and Open Meeting Acts, applications and their attachments are not confidential and may be requested by the media and/or public. Meeting dates and locations are posted at [www.arts.ca.gov](http://www.arts.ca.gov). Observers may attend but may not participate in, or in any way interfere with, Council meetings. Each meeting provides a designated time for public comment, although comments may be time-limited.

**Grant Process:** Applications are evaluated by panels of recognized field representatives who rank applications according to program criteria. The CAC staff provides information but not recommendations to the panel. The Council reviews panel recommendations before making final funding decisions. CAC staff is responsible for grant contract administration after Council approval. In dire or unexpected circumstances, the CAC reserves the right to make exceptions to any policy or procedure on a case-by-case basis.

**Requirements:** The CAC provides grant funding to individual artists and is mandated both by federal and state regulations to fund arts organizations that have proof of nonprofit status under sec. 501(c)(3) of the Internal Revenue Code (Fiscal Receivers are eligible in some programs), or under sec. 23701d of the California Revenue and Taxations Code, or entities that are a unit of government; and that comply with the Civil Rights Acts of 1964, as amended; sec. 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Drug-Free Workplace Act of 1988; California Government Code secs. 11135-11139.5 (barring discrimination); the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulation; the Americans with Disabilities Act of 1990 ("ADA"); the Fair Employment and Housing Act; and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

**Ownership, Copyrights, Royalties, Credit:** The CAC does not claim ownership, copyrights, royalties, or other claim to artwork produced as a result of a CAC grant. However, the CAC reserves the right to reproduce and use such material for official, noncommercial purpose, including but not limited to use on the CAC website, social media and print materials. In addition, the CAC requires documentation of grants activity and appropriate credit for CAC partial support.

## Appendix A: Resources for Applicants

### Grantee Requirements

Awarded grantees must comply with all requirements as stipulated in the grant agreement, including but not limited to the following:

- **Complete contract documents** - Upon notification of grant award, complete all required contract documents in order to receive grant payment. Contract documents must be received by the CAC within 60 days of issuance, or the grant funding may be revoked.
- **Payee Data Record** - Each awarded organization or fiscal sponsor (if applicable) must complete, sign, and submit an STD 204 Payee Data Record as a required contract document before grant funds can be released.
- **Consistent activities** - Carry out activities consistent with the original proposal summary statement and the intent of the application as approved for funding, including in instances where the grant award may be less than the original request amount.
- **Approval for changes** - Programming activities must be completed as proposed. Changes must be proposed in advance and require prior written approval from CAC staff. Requests for changes are considered on a case-by-case basis.
- **Thank you letters** - To better inform our elected representatives of the value of the arts and the use of state funds, grantees are required to include copies of signed letters sent to the Governor, state Senate, and Assembly representatives thanking them for the grant. Local representatives may be found at this link: <https://findyourrep.legislature.ca.gov/>.
- **Use of CAC logo** - Use of the CAC logo is required on all printed and electronic materials and websites (programs, catalogs, postcards, posters, newsletters, leaflets, publications, etc.) that specifically reference this grant.
- **CAC acknowledgement** - The following acknowledgement of CAC funding is required on all printed and electronic materials: *"This activity is funded in part by the California Arts Council, a state agency."*
- **Final report** - Provide a final report summarizing grant-funded activities and accomplishments within 30 days of the end of the Grant Activity Period. Grantees that do not submit reports by the posted deadlines may jeopardize their organization's opportunity for future funding from the CAC.
- **California Model Agreement (AB20) and indirect costs** - In order to comply with AB20 requirements, University of California and California State University grantees are required to secure an indirect cost waiver from the Regents of the University of California or the Board of Trustees of the California State University.

- **What We Do Not Fund**

Click [here](#) to review the list of activities and expenses that CAC does not fund.

- **Sample Fiscal Sponsor Letter of Agreement**

Click [here](#) for a letter template for applicant organizations using fiscal sponsors.

- **Definition of Signature**

Click [here](#) for information on acceptable forms of validation for required signed documentation.

- **Appeals Process**

1. Before requesting an appeal, check that your request qualifies by reading the following. Appeals are only granted if:
  - a. Panel's assessment was based on a misstatement of information in the application that negatively influenced the panel's recommendation; and/or
  - b. Incorrect processing of the required application material, which negatively influenced the panel's recommendation.

**Dissatisfaction with award denial or award amount does not qualify for appeal.**

2. Request an official Appeal Form by emailing the CAC Program Specialist listed on your grant notification letter.
3. Fill out official Appeal Form and email or postmark to the contact listed on the form within 45 days of grant notification.